

OFFICE OF THE FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF OKLAHOMA
PANEL ADMINISTRATOR

SALARY RANGE: JSP 8 - 12 (\$43,389 - \$ 91,255)based on experience, salary history, and qualifications).

POSITION TYPE: Full-Time/Comprehensive Benefits Package Available.

CLOSING DATE: Open Until Filled.

POSITION OVERVIEW:

Timely Appointment of Qualified Counsel

The Panel Administrator will: maintain a current roster of active duty Criminal Justice Act Panel attorneys; establish and maintain a master list of case and client conflicts to assist in the efficient appointment of qualified counsel; will establish and maintain contact with the United States Attorney's office, the United States Probation Office, and the United States Marshal's Service to enable the prompt processing of requests for counsel, prompt appointment of counsel by the Court, and prompt notification of requests for pretrial services interviews.

Accessing Adequate Resources and Ensuring Accountability

The Panel Administrator will: assist appointed counsel with appropriate procedures for obtaining expert and other services pursuant the Criminal Justice Act; review vouchers for mathematical accuracy and compliance with the Guide to Judiciary Policies and Procedures; assist counsel and the Court in appropriate procedures for the submission of vouchers in excess of the maximum amount set by statute; and conduct and communicate a review of the reasonableness of the claim and convey a recommendation regarding reasonableness to the Court.

Promoting Quality Representation

The Panel Administrator will coordinate continuing education for the CJA Panel including web-based resource outreach and training, and receive and maintain performance evaluations for the CJA Panel communicating concerns to individual panel members as necessary and appropriate. The Panel Administrator will prepare and submit an annual report of the CJA Panel activity for submission to and review by the Court.

Qualifications

- J.D. degree preferred; familiarity with criminal defense experience in the federal trial courts.
- Thorough knowledge of criminal litigation defense strategies.

- Extensive knowledge of billing practices and familiarity with CJA budgeting and policy guidelines.
- Ability to analyze fees and budgets; write clear and concise reports; make effective oral presentations; and work and communicate effectively with judges and attorneys.
- Thorough knowledge of the Criminal Justice Act as well as federal criminal law and criminal procedure.
- Ability to work persuasively and tactfully with counsel and develop practical solutions to case management and budgeting issues.
- Ability to work under pressure and with deadlines.
- Skill in writing reports analyzing a wide range of data and statistics.
- Strong project management skills.

A final offer of employment is subject to availability of funding and a background check.

Qualified persons may apply by emailing a letter of interest, resume, references, and a recent writing sample in a single .pdf document by September 11, 2015 to gary_farris@fd.org.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.
ALL THOSE QUALIFIED ARE ENCOURAGED TO APPLY.